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6-27-2016

Purchase Order: Library equipment

Purchasing Division, State of Kansas Department of Administration

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PURCHASE REQUISITION

PURCHASE DIV.
REFERENCE NO. _____

GROUP NO.	DATE WANTED	DATE	FUND	F	AGENCY	ACCOUNT
11		2-23-67	0207	3	246	77
REQUISITION NO.		DELIVERY		F. O. B.		
2544						

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this agency. Purchase of the items listed below and/or the encumbrance of necessary funds is requested.

MAIL INVOICE

TO: Business Office

PHKSC

Hays, Kansas 67601

SHIP

TO: Library Building

PHKSC

Hays, Kansas 67601

AUTHORIZED SIGNATURE _____

ITEM NO.	ON HAND	REQUESTED QUANTITY	UNIT	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
					UNIT PRICE	AMOUNT
		1		Record Storage Cabinet 48" wide, 12" deep, 84" high, capacity 1500 12" records, Grinnan Fixture Co. Model GS4812 or equal Mfg. Name & Item No. Model GS4812 Record Cabinet		94.50
				Mr. Johansen This will be purchased from our funds. You do not need to go through the Urban Housing Office in Dallas.		
				DUPLICATE COPY FOR YOUR FILES		
				Suggested Vendor: Grinnan Fixture Co. R. D. #3 Minerva, Ohio		

FOR USE OF PURCHASING DIVISION ONLY

Date Received by Purch. Div.	Date Received by Buyer	Date Released by Buyer	Date Ordered Written	Advertised	Posted	Informal	OTHER
PURCHASE ORDER NOS.				APPROVED _____			
				AUTHORIZED SIGNATURE _____			

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE.